



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Office of Educator Licensing and Development

Professional Growth Plan

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**Coordinator of Continuing Education,
Induction, Evaluation and Assessment**

Office of Educator Licensing and Development Home Page
<http://www.doe.in.gov/educatorlicensing/>

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CONTACT

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EVENT CALENDAR

September - 2010

S	M	T	W	T	F	S
5	6	7	8	9	10	11
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Indiana Department of Education

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Office of Educator Licensing and Development (OELD)

IMPORTANT NOTICE:

- The earliest a license can be renewed is 60-days prior to the license expiring. An expired license can be renewed at any time.
- Applications normally take two (2) weeks to process from the date our office receives all required materials. If you have not received your license or correspondence from our office within that time period, please contact us.
- It is not possible for our office to meet with walk-in applicants without a scheduled appointment. To schedule an appointment contact us at (317) 232-9010.

Prospective Educators

Current Indiana Educators

Indiana Licensing Advisors

Indiana School Corporations

Important News and Updates

Date	Topics
9/1/10	Praxis Tests for Public Comment
8/20/10	Professional Growth Plan (PGP)
8/20/10	Update of Indiana Mentoring and Assessment Program (IMAP) /Residency*
6/30/10	Educational Interpreter Certification
6/28/10	Frequently Asked Questions on REPA
5/14/10	Rules for Educator Preparation and Accountability (REPA)
5/13/10	How to Add a Content Area By Passing the Praxis II
4/23/10	Teacher Standards RFP Teacher Standards RFP Q & A
2/4/10	Praxis II Summary Report 2008-2009

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On-Line Services

- [Indiana Educator License Lookup](#)
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Indiana Department of Education's on-line systems are reserving Sundays between 6:00am and 10:00am as the established time for routine maintenance.

Internet 100%

Started on May 14, thanks to REPA, there are now **three** options that all educators can use to renew their licenses:

- The Professional Growth Plan (PGP)-90 hours of professional development
- 6 Semester Hours of course work-just like always, coursework can be taken for renewal. 😊
- Completion of the National Board of Professional Teaching Standards Certification (NBPTS)

What is the PGP??

- Educators attend conferences, workshops, participate in curriculum development committees, participate in school improvement plans, and take coursework to stay up-to-date on the latest educational reforms in addition to their classroom responsibilities.

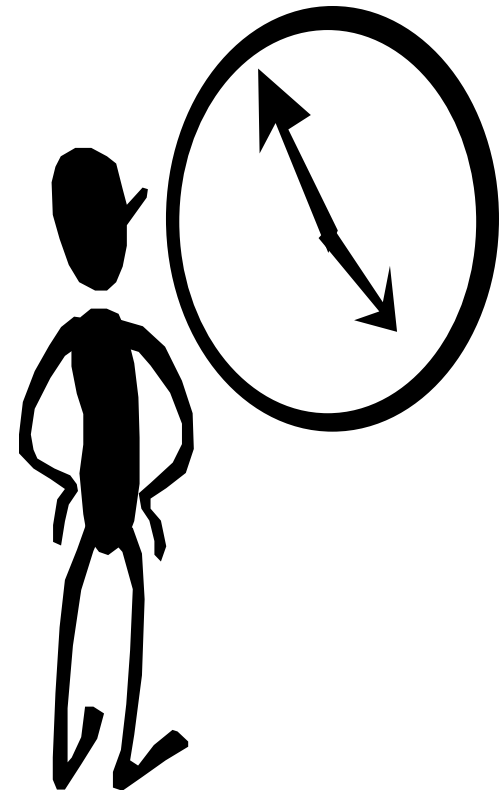


- The Professional Growth Plan (PGP) is an opportunity for teachers, administrators and school service personnel to control their own professional development and use these experiences towards licensing renewal.

- One PGP point is given for every contact hour an educator is actively involved in a professional development activity.

- A total of 90 PGP points is required for submission.

- PGP activities must be gained since the issue date of the license being renewed.



- Educator is responsible to keep track of their PGP hours and complete the correct PGP for license renewal.
- For educators currently in a school setting:
Principals/Directors/Supervisors/Superintendents will verify the PGP experiences and sign off on the verification form.
- For educators NOT in a school setting or teaching out of State:
Complete PGP will be submitted to the DOE for verification.



PROFESSIONAL GROWTH PLAN EXPERIENCE DOCUMENTATION

The professional growth experience points shall be calculated with (1) clock hour qualifying for (1) professional growth experience point based on, but not limited to, the following activities:

OPTIONS	SAMPLE VERIFICATION	CRITERIA
In-Service Credit	*In-service Credit Approval slip *Course Attendance slip	*In-service may be verified by the school district
Professional Conference/ Workshop/Institute	*Certificate of attendance or completion	*May only include time spent at the conference, workshop or institute
Mentoring New Teacher, School Service or Administrator	*Letter from supervisor	* Must be mentoring a new teacher, school service or administrator
Cooperating Teacher of a Student Teacher, undergraduate field experience or practicum	*Letter from higher ed institute	*Student teacher/undergraduate must be from a state approved higher ed prep program
Presentation	*Letter from supervisor	*Must include only actual time preparing and presenting a professional course, workshop or presentation and be present for the initial event.
Curriculum Development	*Letter from supervisor	* Must be serving on a formal committee organized by local school, district state, national or international agency
Professional Programs/Committees	*Letter from supervisor	*Must be serving on a formal committee organized by local school, district state, national or international agency
School Accreditation Activities/School Improvement Process	*Letter from supervisor	*Must be a chairperson or an active member of listed Committee or other Committee with similar duties.
College Credit 1 credit hour =15pts	*Official transcripts	*Must be earned from an accredited college or university
Educational Publication/Educational research	*Copy of publication/research	*Must contribute to the profession or add to the body of knowledge in the individual's specific field. *Must be commercially published OR formally approved OR formally published by a recognized state or National agency or organization.
Other	*Letter from supervisor	*Professional growth experiences that improve curriculum knowledge, instructional skill, class management skills, or any other professional growth experiences.



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

PROFESSIONAL DEVELOPMENT RENEWAL INFORMATION & VERIFICATION FORM

EDUCATOR'S BACKGROUND INFORMATION

Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____

Active License Number: _____ Expiration Date: _____
Type: _____

If there are additional licenses you want to renew, please provide the information listed below:

License Number	Type	Expiration date
_____	_____	_____
_____	_____	_____
_____	_____	_____

To Be Completed by Applicant and Person Responsible for Local Verification

This portion is to be completed if Applicant is employed in an Indiana School at the time of Application. Renewal application will not be processed without initials. Applicant and Administrator must sign below.

Applicant

_____ I attest that none of the above activities were submitted as part of a previous renewal requirement.
_____ I maintain a file which contains supporting documentation of the Professional Development activities.

{ Documentation of experiences is NOT to be sent to the Indiana Department of Education/Office of Educator Licensing and Development}

Signature of Applicant _____ Name of School _____ Date _____

Signature of Administrator _____ Name of School _____ Date _____

Telephone number _____ Email _____

This completed form is to be sent with the application materials for license renewal.

The form to the left is to be completed by the applicant and person responsible for local verification (i.e., building level administrator). This form is to be sent with the application materials for license renewal.

PROFESSIONAL GROWTH PLAN EXPERIENCE LOG

You must show 90 Professional Growth Plan Points for renewal. Feel free to make additional copies of this page if needed.

[illegible]

REFLECTIONS

Please use a separate sheet of paper(s) to answer the four questions below as completely as you can. Please explain the yes/no responses. You may answer them individually or in a narrative form all together.

- 1) How did your Professional Growth Experiences relate to your teaching/administrative or school service personnel context?
- 2) How did these Professional Growth Experiences impact your students' learning?
- 3) How did these Professional Growth Experiences improve your skills as a teacher, administrator or school service personnel?
- 4) What areas of Educational Professional Development are you interested in learning more about for your next renewal?

The form to the left is the
“Professional Growth Plan
Experience Log.”

Educators are to complete the 4 “Reflection” questions and submit them with all related documentation of experiences for verification.



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PROFESSIONAL GROWTH PLAN RENEWAL INFORMATION FORM

This form is to be completed for Educators who are currently **not** in a school setting.

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Active License Number: _____ Type: _____

Expiration Date: _____ Level: _____

If there are additional licenses you want to renew with this PGP, please provide the information listed below:

License Number	Type	Expiration date
_____	_____	_____
_____	_____	_____

Educator Attestation:

- This license renewal report has been submitted as one of the requirements for the renewal of an Indiana Standard, Proficient Practitioner, Professional or Accomplished Practitioner License.
- I am the sole author of any reflections and commentaries included in this document.
- There is no plagiarized material in this report.
- I understand that the information in this report is subject to audit verification and I give the Office of Educator Licensing and Development or its designee authority to contact any individual or organization as may be required to verify the information.
- I understand that any falsification of the material submitted may result in rejection of the entire report and that a license may be revoked or suspended if the submitted materials are fraudulent (515 IAC 1-2-18(b) (1)).
- I understand that, once the report is submitted, all of the included information and documents are retained by the Office of Educator Licensing and Development and will not be returned to me.

Educator's Signature

Date Submitted

Educator's Printed Name

This is the form used for educators from either out of state or not currently teaching . They will submit their entire PGP to the IDOE for verification.

What to submit to the OELD?

There are 4 items that you should send to the OELD:

1. Application for Indiana Educator License (State Form 9331)
2. Money order/cashiers check payable to the State of Indiana for \$35
3. Copy or original license
4. Professional Development Renewal Information & Verification form
(if you are working in a school)

OR

The complete PGP
(if you are not working in a school)





**APPLICATION FOR INDIANA
EDUCATOR LICENSE**
State Form 9331 (R14 / 7-09)
Approved by State Board of Accounts, 2009

INDIANA DEPARTMENT OF EDUCATION
OFFICE OF EDUCATOR LICENSING AND DEVELOPMENT
151 West Ohio Street
Indianapolis, IN 46204
Tel/Fax: 1-866-962-3672
www.doe.in.gov/educatorlicensing

ACCOUNTING CONTROL

Receipt number
Date of receipt (month, day, year)
Transaction number

The information in this document is confidential according to IC 5-14-3-4(a)(12).

*This agency is requesting disclosure of your Social Security Number in accordance with 42 USC 606(a)(13). Disclosure is mandatory and this record cannot be processed without it.

INSTRUCTIONS: 1. Please TYPE or PRINT clearly.
2. Attach money order or cashier's check for \$35.00, payable to the State of Indiana.
3. Do not send cash or personal checks. All fees are non-refundable.

SECTION A - ACTION REQUESTED			
Check one of the following: <input type="checkbox"/> Original <input type="checkbox"/> Addition <input type="checkbox"/> Renewal <input type="checkbox"/> Conversion to 10-year			
Check one of the following: <input type="checkbox"/> Teaching <input type="checkbox"/> Administration <input type="checkbox"/> School Services			
List subject and/or endorsement areas:			
SECTION B - APPLICANT INFORMATION			
Please print your name as you wish it to appear on your license			
Name of applicant (last, first, middle)		Previous / maiden name	
Social Security number *	Date of birth (month, day, year)	Telephone number ()	
Address (number and street)		E-mail address	
City	State	ZIP code	
SECTION C - LICENSE HISTORY			
Last Indiana educator license held (if any)		License number	
Last name in which license was issued		Date of issue (month, day, year)	
If you are a graduate of a teacher preparation program at an out-of-state institution, have your credentials been evaluated by the Office of Educator Licensing and Development? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when? (month, day, year)	
SECTION D - EDUCATIONAL BACKGROUND			
COLLEGES / UNIVERSITIES ATTENDED	DEGREE OR COURSEWORK	DATE OF GRADUATION OR ATTENDANCE (month, day, year)	STATE
SECTION E - CRIMINAL HISTORY			
1. Have you ever been convicted of a felony?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Have you been convicted of a misdemeanor or since January 15, 1994?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes to questions 1 or 2, you must provide a written explanation and court records, including: • Chronological case summary • Plea agreements (if applicable) • Affidavit of probable cause • Judgment / Order of Sentencing • Changing information • Documentation of successful completion / release from any probation			
Court records may be obtained from the clerk of the court(s).			
If you answered yes to question 3, you must submit a written explanation and any available documentation.			
LOYALTY AFFIDAVIT			
I affirm that the information contained in my application is true and accurate to the best of my knowledge and belief. Misrepresentations made in this application may constitute grounds to deny, suspend, or revoke a license.			
I solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Indiana.			
Signature of applicant		Date (month, day, year)	

All correspondence regarding applications will be done via e-mail.

This is the application
Form 9331

[http://www.doe.in.gov/
educatorlicensing/pdf/
Form9331R7-09.pdf](http://www.doe.in.gov/educatorlicensing/pdf/Form9331R7-09.pdf)



Renewal Questions??

- **Who is eligible to use the Professional Growth Plan for license renewal?**
ALL Educators who hold renewable Bulletin 400, Rules 46-47 and Rules 2002 licenses issued by the Office of Educator Licensing and Development (OELD) may use the Professional Growth Plan to renew those licenses.
- **Is it true that once I use the PGP for renewal, I ALWAYS have to use this option for renewal?**
No. You may use any of the three options for license renewal each time your license is up for renewal. Those options are completing six credit hours, Professional Growth Plan or completing the National Board of Professional Teaching Standards Certification program.
- **Can I renew all of my licenses with one Professional Growth Plan?**
Yes, you may renew all of your licenses using one Professional Growth Plan. Keep in mind that you will need to complete separate applications and pay the licensing fee for each license you are renewing.



- **Who will evaluate my Professional Growth Plan?**

If you are currently working in an Indiana school, you will submit your PGP to your Building Level Administrator, Director, Supervisor or Superintendent when your license is up for renewal. He/She will **verify** that you have completed the 90 hours of professional development and sign off on the Professional Development Renewal Information and Verification Form. You will submit this form with the other application materials to renew your license.

If you are **NOT** currently working in an Indiana school or you are teaching out of State, you will submit your PGP to the Office of Educator Licensing and Development (OELD) for evaluation. The OELD will send you a PGP approval letter. You will submit this letter with the other application materials to renew your license. We will accept out of State professional development activities as long as there is verification.

- **What happens if I become employed by another school district, I am no longer teaching, or my employment situation changes in another way?**

The Professional Growth Plan belongs to the individual and can be submitted regardless of one's employment situation for the purpose of renewing both active and/or inactive licenses.

- **How many PGP points can I count for mentoring a student teacher?**

Under the new licensing rules, REPA, the IDOE does not have specific maximum or minimum hours set for activities. That is why we are using the standard formula of one contact hour is equal to one professional development point/hour. We realize 90 + hours could be spent mentoring a new teacher/administrator/ school service personnel but ultimately it is the responsibility of the educator using this experience for renewal to verify the hours spent. Verification can be done by a letter from an Administrator who may have seen or can attest that ## hours were spent on this activity. The Higher Ed program where the student is coming from may be able to verify the activity or have a specific “certificate/form” with the number of hours that will be approved. To put things into perspective, one credit hour is equal to 15 PGP points. A three hour course is equal to 45 PGP points. Six hours of college coursework is equal to 90 PGP points.



- Can I use a combination of coursework and professional development experiences for license renewal?**

Yes, you may use coursework and professional development experiences for license renewal. However, it must be done with a Professional Development Plan. One (1) hour of coursework is equal to fifteen (15) professional growth plan points. Therefore, a 3 credit hour course would equal 45 PGP points. The remaining 45 PGP points could be professional development activities.



- Can CRU's still be used for license renewal?**

CRU's will no longer be used to renew a license. However, the CRU experience will always be accepted but now as a PGP experience. CRU's must be converted to PGP points and used with the PGP. It is an easy conversion. 1 CRU is equal to 2 PGP points.

For more information on Licensing

Office of Educator Licensing And Development

151 W. Ohio Street

Indianapolis, IN 46204-2798

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